

## DEPARTMENT OF HEALTH

# Statement of Duties

<b>Position Title:</b>	Team Leader - Child and Adolescent Mental Health Service (CAMHS)
<b>Position Number:</b>	Generic
<b>Classification:</b>	Allied Health Professional Level 5, Grade I
<b>Award/Agreement:</b>	Allied Health Professionals Public Sector Unions Wages Agreement
<b>Group/Section:</b>	Community, Mental Health and Wellbeing - Statewide Mental Health Services Child and Adolescent Mental Health Services (CAMHS)
<b>Position Type:</b>	Permanent, Full Time
<b>Location:</b>	South, North, North West
<b>Reports to:</b>	Nursing Director - Group Director - Child and Adolescent Mental Health Services (or their delegate)
<b>Effective Date:</b>	June 2022
<b>Check Type:</b>	Annulled
<b>Check Frequency:</b>	Pre-employment
<b>Essential Requirements:</b>	<p>Degree in Social Work giving eligibility for membership of the Australian Association of Social Workers; or</p> <p>Registered with the Occupational Therapy Board of Australia; or</p> <p>Registered with the Psychology Board of Australia</p> <p>Current Working with Children Registration</p> <p><i>*Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed in this role and the status of these may be checked at any time during employment. It is the employee's responsibility to ensure that registration/licences remain current and to advise the Employer if their circumstances change. This includes notifying the Employer if a registration/licence is revoked, cancelled or has its conditions altered.</i></p>
<b>Desirable Requirements:</b>	<p>Current Driver's Licence</p> <p>Completion, or progression towards the completion, of a postgraduate qualification relevant to the position</p>

**Position Features:** Intrastate travel will be required

*NB: The above details in relation to Location, Position Type and Work Pattern may differ when this position is advertised – please refer to these details within the actual advert. The remainder of the content of this Statement of Duties applies to all advertised positions.*

## Background:

The Child and Adolescent Mental Health Service (CAMHS) encompasses the Community and Extended treatment teams that deliver several clinical streams across Tasmania. Extended Treatment Teams are dedicated services for Youth (16-25 years of age), Out-of-home-care children and the Youth Forensic Team.

The Team Leader undertakes operational management of the staff within the designated Community or Extended Teams and holds a statewide clinical stream portfolio.

## Primary Purpose:

The Team Leader:

- Leads a multidisciplinary team ensuring the delivery of high quality, specialised mental health services to children, adolescents/youth and their families/carers in relation to mental health issues in accordance with discipline specific skills and abilities.
- Ensures the efficient and effective provision of care, based on clinical standards and best practice principles within a collaborative and multidisciplinary framework by coordinating the clinical management, education and research functions within the CAMHS team and relevant clinical streams.
- Develops and maintain appropriate and effective relationships with internal and external stakeholders, consumer and carer groups and non-government agencies to promote fully integrated, recovery focused mental health services.
- In accordance with policy directions, service standards, financial and service performance targets, is responsible for the management and development of the CAMHS team and relevant clinical stream (portfolio).
- As an integral part of the CAMHS leadership group, works effectively in the implementation of strategic direction, review and evaluation of services, development of policies and improvement of business practices across CAMHS statewide.

## Duties:

1. Provide leadership and direction in the management of a multidisciplinary team to ensure the provision of a high quality, comprehensive, specialist child and adolescent mental health services to a designated population group within Tasmania.
2. Lead and manage the coordination of the CAMHS team in accordance with best practice principles and within a collaborative multidisciplinary framework and promote an environment conducive to innovation and change.
3. Provide leadership, guidance and direction to CAMHS staff dealing with complex enquiries, complaints and incidents including the provision of detailed information, collating and providing relevant correspondence and reports and ensuring the provision of high-quality child and adolescent mental health service is maintained.
4. Undertake evaluation, assessment and treatment of a range of child and adolescent behavioural, emotional, cognitive and social problems using contemporary evidence-based assessment and therapeutic techniques.

5. Ensure the appropriate allocation of human resources to meet intake, priority response, consultation, clinical case management, treatment and education and training requirements through the implementation of supervision and caseload allocation tools.
6. Manage the financial, physical and human resources of the CAMHS team to achieve agreed service outcomes within the allocated budget, and report on CAMHS performance and activity levels.
7. Ensure compliance with complete, timely clinical data collection to ensure Mental Health Service's National Data Sets and the Key Activity and Performance Indicators accurately reflect the performance of the CAMHS team.
8. Monitor and manage staff performance and development by coordinating and facilitating appropriate training and development opportunities, providing professional support for a range of disciplines and to the broader professional community, and participating in performance review of self and others.
9. Ensure the multidisciplinary team works as a cohesive unit within a family sensitive philosophy that is inclusive, understanding and respectful of both the consumer and their families.
10. Develop and maintain appropriate and effective relationships with client organisations, other Mental Health teams and sections of the Department, government and non-government agencies and participate in and/or chair relevant committees as required.
11. Participate in the development, implementation and evaluation of Statewide Mental Health Services policy and strategic directions, and coordinate the formulation, implementation, review and revision of unit philosophies, standards of care, policies, procedures and risk management strategies necessary for the efficient and effective management of the service area.
12. Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives and related training.
13. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

## Key Accountabilities and Responsibilities:

The Team Leader - CAMHS works autonomously under the general direction of the Nursing Director - Group Director in CAMHS (or their delegate) to provide direction and leadership to the relevant CAMHS team and is responsible and accountable for the following:

- Ensuring the standards of patient/client care within the practice area are in accordance with clinical standards; evidence-based practice and relevant legislation including Work Health and Safety (WH&S), Privacy, Anti-Discrimination, Mental Health Act, Guardianship & Administration Act, Tasmanian Family Violence Act and Children, Young Persons and Their Families Act.
- Managing physical, financial and human resources effectively, ensuring practice area objectives are met.
- Working collaboratively to support a learning organisation encouraging and supporting staff to develop further knowledge and skills to enhance the individual and the practice area.
- Providing clear direction to staff, so that all staff understand their responsibilities and duties.
- Ensuring quality improvement processes are in place and are acted upon, resulting in constant evaluation and improvement in the standards of care to patients/clients.

- Acting as a role model for staff by actively coaching/mentoring/developing staff.
- Developing collaborative relationships with stakeholders and ensuring mechanisms are in place to support consumer advocacy.
- Actively participating in personal and professional development activities.
- Contributing to the expansion of knowledge and ideas in the relevant field by supporting and participating in research and translating evidence into practice.
- The Nursing Director - Group Director (or their delegate) will provide management direction and support, however the incumbent is expected to work without supervision and will exercise considerable initiative and professional judgment with autonomy in matters relating to both the clinical and administrative management of the relevant CAMHS team.
- Where applicable, exercise delegations in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements as mandated by Statutory office holders including the Secretary and Head of State Service. The relevant Unit Manager can provide details to the occupant of delegations applicable to this position.
- Comply at all times with policy and protocol requirements, including those relating to mandatory education, training and assessment.
- Actively participate in and contribute to the organisation's Quality & Safety and Work Health & Safety processes, including in the development and implementation of safety systems, improvement initiatives, safeguarding practices for vulnerable people, and related training.

## Pre-employment Conditions:

*It is the Employee's responsibility to notify an Employer of any new criminal convictions during the course of their employment with the Department.*

The Head of the State Service has determined that the person nominated for this job is to satisfy a pre-employment check before taking up the appointment, on promotion or transfer. The following checks are to be conducted:

1. Conviction checks in the following areas:
  - a. crimes of violence
  - b. sex related offences
  - c. serious drug offences
  - d. crimes involving dishonesty
2. Identification check
3. Disciplinary action in previous employment check.

## Selection Criteria:

1. Demonstrated knowledge of contemporary evidence based mental health service provision and extensive postgraduate clinical service delivery experience specific to the child and adolescent area and within the context of a multidisciplinary mental health team.

2. Established high level management experience and the capacity to provide leadership to the CAMHS Stream, with an understanding of, and capacity to drive and implement change management processes and strategies to assist in the delivery of the CAMHS Model of Care.
3. Demonstrated ability to manage human, financial and physical resources, and the ability to develop and implement strategies that monitor service quality, effectiveness and efficiency and are consistent with service standards and key performance indicators.
4. Expertise in the assessment and evaluation of a range of mental health problems and in the theoretical and practical application of a wide range of therapeutic interventions relevant to a child and adolescent or youth mental health specialisation.
5. Highly developed interpersonal, communication, decision-making, conflict resolution and negotiation skills, together with the proven ability to deliver comprehensive oral and written reports.
6. Proven liaison and consultation experience and the ability to develop and maintain partnerships with a broad range of internal and external stakeholders to ensure the development and maintenance of an integrated recovery-focused mental health sector
7. Understanding of contemporary management principles including WH&S, workplace diversity, ongoing quality improvement together with knowledge of the current statutory requirements and Agency procedures or the capacity to acquire such knowledge.

## Working Environment:

The Department of Health is committed to improving the health and wellbeing of patients, clients and the Tasmanian community through a sustainable, high quality and safe health system. We value leading with purpose, being creative and innovative, acting with integrity, being accountable and being collegial.

The Department seeks to provide an environment that supports safe work practices, diversity and respect, including with employment opportunities and ongoing learning and development. We value the diverse backgrounds, skills and contributions of all employees and treat each other and members of the community with respect. We do not tolerate discrimination, harassment or bullying in the workplace. All employees must uphold the *State Service Principles* and *Code of Conduct* which are found in the *State Service Act 2000*. The Department supports the [Consumer and Community Engagement Principles](#).